



EMPLOYMENT OPPORTUNITY WITH JUDICIAL BRANCH OF ARIZONA IN MARICOPA COUNTY

Administrative Assistant

(Cradles to Crayons program)

Salary Range: \$14.35 – \$17.92 – \$21.31

Depends on Experience

Position will be hired as Contract

Open Until Filled – First Review of Resumes will be August 3rd

Location Address:

Durango
3445 W Durango
Phoenix, AZ 85009

Essential Functions:

- Develops, organizes and coordinates assigned administrative functions.
- Provides high quality administrative support for programmatic services to customers.
- Interacts and coordinates program activities with internal and external customers via e-mail, phone, mail and meetings.
- Research, prepare and analyze statistical reports and complex correspondence.
- Interprets and applies applicable policies and procedures.
- Assist in the development of new policies and procedures.
- Complete and may manage special projects assigned by Cradle to Crayons Clinical Director.
- Participate and assist in the coordination of activities with other local and statewide projects and committees as required.
- Answer inquiries from public regarding operations, policy, procedures and functions.

Position Qualifications:

High School Diploma or G.E.D. Certificate and three years responsible experience in an office setting OR an equivalent combination of education and experience substituted on a year-for-year basis.

Preferred education and/or experience: A strong preference for bi-lingual abilities with knowledge and expertise in the needs of children 0-5. Two years experience in a court or social service environment.

Knowledge, Skills, and Abilities: Knowledge of office practices, procedures and clerical processes; good knowledge of data processing applications; skill in operating various office machines; ability to plan, organize and maintain work flow; work independently; exercise

judgment in supplying information from files and records; establish and maintain effective working relationships; communicate effectively both verbally and in writing; preparation of statistical reports; ability to evaluate information obtained and recommend appropriate action.

Our comprehensive benefits package includes medical/dental/vision, up to 23-vacation days/year and 10 paid holidays. This position is Unclassified and not covered by the Judicial Merit Rules. **EOE**

How to Apply:

Submit a cover letter and résumé via email to:

Email: andersonm005@superiorcourt.maricopa.gov